

EFFECTIVE

July 1, 2009.

SUBJECTS

1. New Forms.
2. Revised Forms.
3. Deleted Forms.

1) NEW FORMS

The following forms are new:

- DHS-640, Employer or Volunteer Agency Central Registry Clearance (effective 3/09).
- DHS-870, Children's Protective Services Case Record Review (revised 5/09).
- DHS-987, Relative Documentation (revised 2/09).
- DHS-988, Relative Search Information (revised 1/09).
- DHS-989, Relative Response Form (effective 12/08).
- DHS-990, Relative Notification (revised 2/09).
- DHS-991, Relative Search Checklist (effective 03/09).
- DHS-1286, Out-of-State Central Registry Clearance (revised 3/09).

2) REVISED FORMS

The following forms have been revised:

- DHS-194, Request for Central Registry Clearance (revised 05/09).
- DHS-1163-M, Children's Protective Services Request for Medical Information (revised 02/09).
- DHS-1555-CS, Authorization to Release Confidential Information (revised 2/09).
- DHS-4025, Child Care Provider Verification (revised 4/09).

Reason: Parent requirements were added.

- DHS-4640, Child Development and Care (CDC) Applicant Instructions (revised 4/09).

Reason: Updated to include great-aunt/step-great-aunt, great-uncle/step-great-uncle for relative care provider status.

- DHS-4661-P, Child Care (CDC) Request For Criminal History and Central Registry Check (revised 4/09).

Reason: The form must be signed by the person completing the background clearances (see Instructions).

- DHS-4583, Child Development and Care (CDC) Application

Reason: Application is revised to include parent requirements.

3) DELETED FORMS

The following forms have been deleted:

- DHS-1442, Children's Protective Services Investigation Checklist (revised 3/08). This form was incorporated into SWSS CPS.

**MANUAL
MAINTENANCE
INSTRUCTIONS****Added Items ...**

**RFF 640
RFF 870
RFF 987
RFF 988
RFF 989
RFF 990
RFF 991
RFF 1286**

Changed Items (content changes) ...

**RFF 194
RFF 258
RFF 1163-M
RFF 1555-CS
RFF 4025
RFF 4583
RFF 4640
RFF 4661P
RFS 111**

Changed Items (link changes only) ...

**RFF 67
RFF 69**